

# JOB OPPORTUNITY

**TITLE:** Enforcement Counsel

**LOCATION:** Department of Insurance, Financial Institutions & Professional Registration  
Legal Section  
Jefferson City, MO

**STARTING SALARY:** \$45,000 or above based on experience

**CLOSING DATE:** June 28, 2010

**DEFINITION:**

**Enforcement Counsel**

This is legal work in the Department of Insurance, Financial Institutions and Professional Registration involving the preparation of legal opinions, providing legal advice, and representing the department at administrative hearings and court proceedings.

An employee in this position is primarily responsible for providing legal advice to and legal representation for DIFP. In addition, an employee in this position prepares legal opinions. Work also includes preparing and presenting cases at administrative hearings and court proceedings. General supervision is received from the General Counsel who provides assistance with complex cases and reviews decisions to determine conformity with the federal and state laws and rules and regulations of the Department; however, the employee is expected to exercise considerable independent judgement within the framework of Department rules, policies and procedures.

**EXAMPLES OF WORK PERFORMED:** (Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.)

**Enforcement Counsel**

Represents the Department at administrative hearings and in court proceedings. Prepares briefs on cases and other legal material as a basis for departmental action. Drafts orders, certificates, and other documents necessary to the operation of the Department. Conducts administrative hearings and prepares proposed findings of fact and conclusions of law. Aids in the investigation of licensees and prosecutes licensing actions. Receives special assignments and projects within the Department's regulatory areas. Drafts, edits, and/or summarizes proposed legislation and regulations related to insurance. Performs other duties as assigned.

**EXAMPLES OF REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Enforcement Counsel**

Knowledge of general legal principles and practices and of the procedures and requirements for the conduct of administrative hearings. Knowledge of the legal framework within which the regulation of insurance companies takes place. Knowledge of the basic operations of insurance companies. Ability to analyze and interpret laws, rules and regulations. Ability to draft legislative proposals. Ability to deal effectively with insurance company representatives, attorneys and the general public. Ability to prepare cases for public hearing.

**EXPERIENCE AND TRAINING QUALIFICATIONS:** (The following statement represents the minimum experience and training standards required. Equivalent substitution will be permitted in case of deficiencies in either experience or education.)

**Enforcement Counsel**

Graduation from an accredited law school and membership in good standing in the Missouri Bar. Professional experience in the practice of administrative law or litigation, with an emphasis in insurance or financial regulation, is preferred.

**PLEASE SEND APPLICATION AND TRANSCRIPTS TO:**

Human Resource Manager  
Attention: Enforcement Counsel  
DIFP  
P.O. Box 690  
Jefferson City, Missouri 65102-0690.

**MUST BE POSTMARKED BY June 28, 2010**

A State of Missouri Application for Employment can be obtained by contacting the Human Resource Office at 573-751-6798 or visiting our web site at **www.DIFP.mo.gov**

*We are an equal opportunity employer.*